Graded Penmanship
for Catholic Schools

Book 6 — Sixth Year

by
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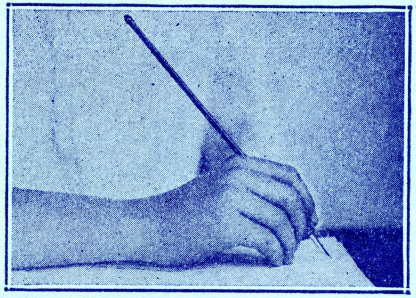
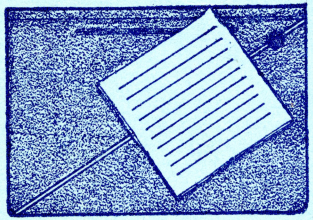
Position at Desk



How to Hold Pen



How to Place Paper

Position at Desk

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To the Pupil:

At the end of this grade you should be proficient in grade achievements of the preceding grades and in addition you should be able to write at least seventy letters a minute with the legibility and quality equal to the Standard Sixth Grade specimen shown on Page 32.

WORDS FREQUENTLY USED

There are thirty words in the pledge on Page 2, but there are only twenty-three different words. Some words are very common because they are used over and over again. The most common word is **the.** There are seven very common words in the pledge. They are, **the, of, and, to, it, I** and **for.** These seven words make up about one-fifth of all the words we write. We should be sure that we can write them well. Our progress exercises will begin with these, and some other very common words which contain the same letters. The other exercises will also be made up of words which everybody should write well. We shall practice these lessons as we did in Grade 5:

1. Write the entire exercise and see how many minutes it takes.
2. Grade your writing on the scale.
3. Compare with copy, picking out poorest letters, letter groups or words.
4. Practice these parts separately.
5. Write exercise again to see how many minutes it takes and compare with former score.
6. Grade your writing on the scale again and compare with former grade in form.
7. Register results in form and speed on your writing graph.
8. File a sample of your best writing for later comparison.

REV. BROTHER EUGENE, O. S. F., Lit. D.
Author Graded Spellers, Bible and Church History,
Community Supervisor, Brooklyn, New York

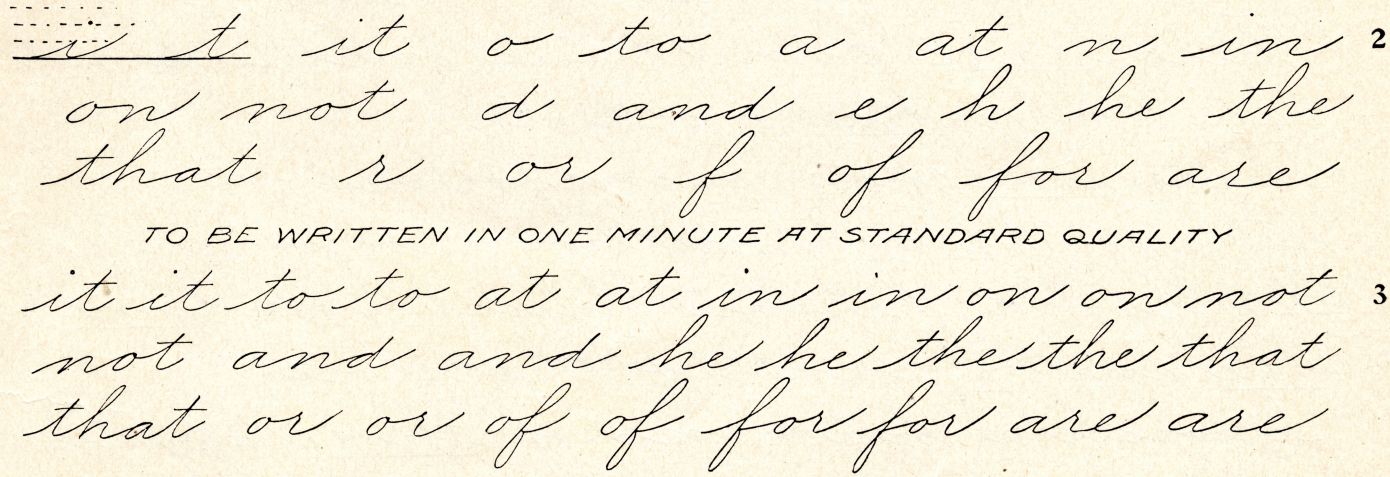
Salute the Flag

I pledge allegiance to the flag 1
of the United States of America
and to the Republic for which it
stands, one Nation indivisible, with
liberty and justice for all.

Method: Write the entire exercise and compare with copy, picking out poorest letters, letter groups and words. Then practice these parts separately and compare your writing with scale on Page 32.

This is a form commonly used when the flag is saluted.

WORD WRITING PROGRESS EXERCISE NO 1


t it o to a at n in 2
on not d and e h he the
that r or f of for are
TO BE WRITTEN IN ONE MINUTE AT STANDARD QUALITY
it it to to at at in in on on not 3
not and and he he the the that
that or or of of for for are are

Pay particular attention to position and movement while you are practicing these exercises. Study the illustrations regarding position in the front of this book and review the movement exercises on Page 27 in order to encourage ease and grace in your writing.

The Right Use of Words

There were some lilies on the pond. 4

Our baby has no teeth.

There was no room for us.

Will you teach me how to write?

Tom said he saw William and me.

She and I went to the store

I wish I had one of those apples.

Underscore neatly the words which are underscored in the copy. Practice capitals separately and pay particular attention to the arrangement of the copy on the page. Make up sentences of your own containing the correct expressions and practice them.

And Nature, the old nurse, took 5
The child upon her knee,
Saying: "Here is a story book
Thy father has written for thee."

"Come wander with me," she said, 6
"Into regions yet untrod;
And read what is still unread
In the manuscripts of God."

Longfellow

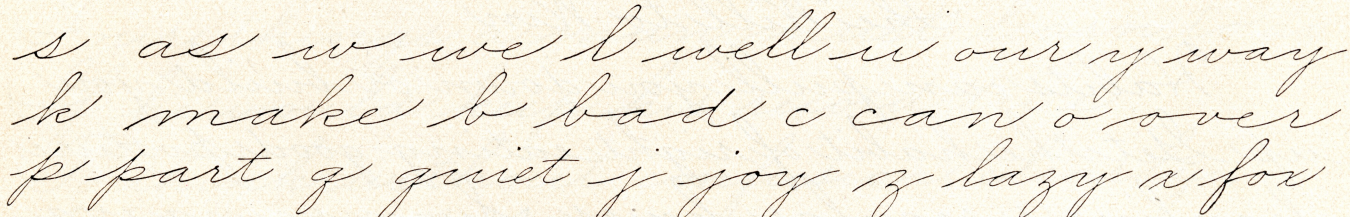
See how neatly you can write this poem. Watch indentations.

Habits

We have habits or habits have us. Either 7
we are master of our habits or our habits
master us. Our habits make up a great
part of what we are. Good and bad habits
are made in the same way. The habit of
good writing is acquired by always doing
our written work as well as we can.

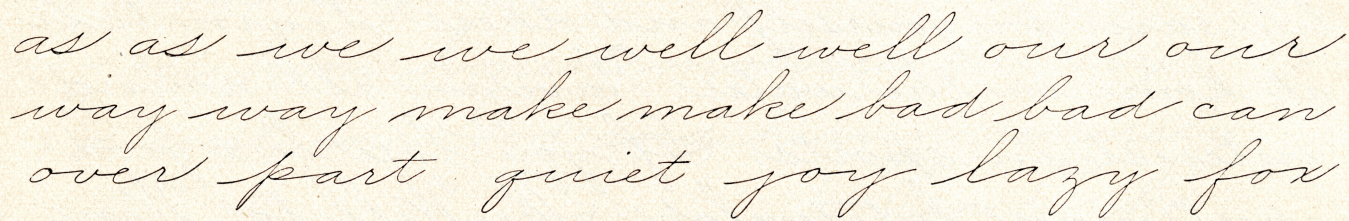
After you have written this copy, draw lines through the down strokes to see if they all slant the same. If your writing slants too much or too little it may be due to the way in which you place your paper on the desk or to the position of your hand when you write.

WORD WRITING PROGRESS EXERCISE NO. 2



8

TO BE WRITTEN IN ONE MINUTE AT STANDARD QUALITY



9

Can you write the material in Exercise 9 in one minute? If so, see if you can write the copy on the next page at the same rate of speed. Try to make each letter legible, then the words and sentences will be perfectly plain.

The Will to Win

Habits can pull you down or build you up. Get the habit of right eating, good posture, cleanliness, regular hours. Swimming is a life saver for yourself and others. Learn to be at home in the water. Have an all-round interest in sports. If you lose be a good sportsman, but develop "The Will to Win." 10

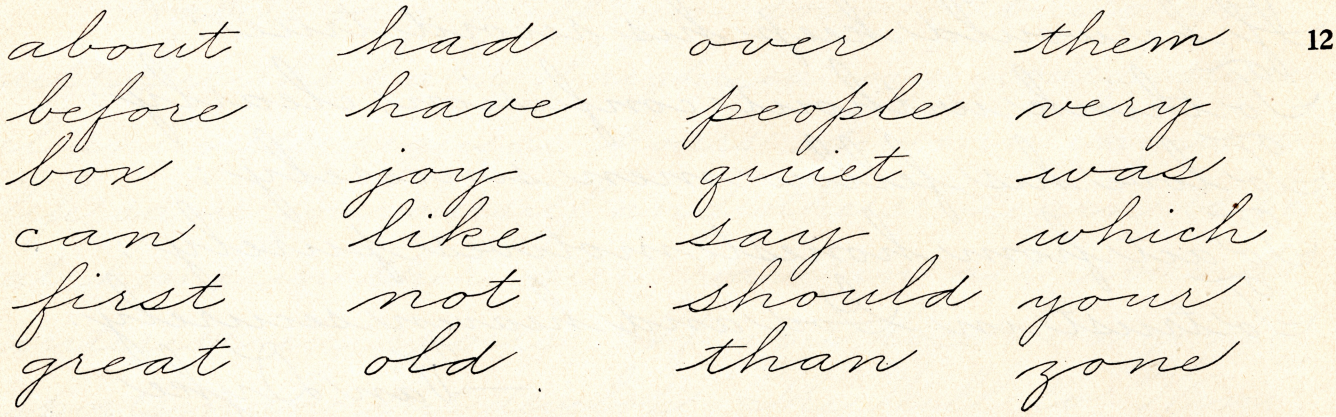
Practice difficult letter combinations such as "bi," "gh," "sp," etc., just as you did in Exercise 2. Keep spacing between letters regular and spacing between words even. Compare your best results with Scale on Page 32.

Four things a man must learn to do 11
If he would keep his record true:
To think without confusion, clearly;
To love his fellow men sincerely;
To act from honest motives purely;
To trust in God and heaven securely.

—Van Dyke

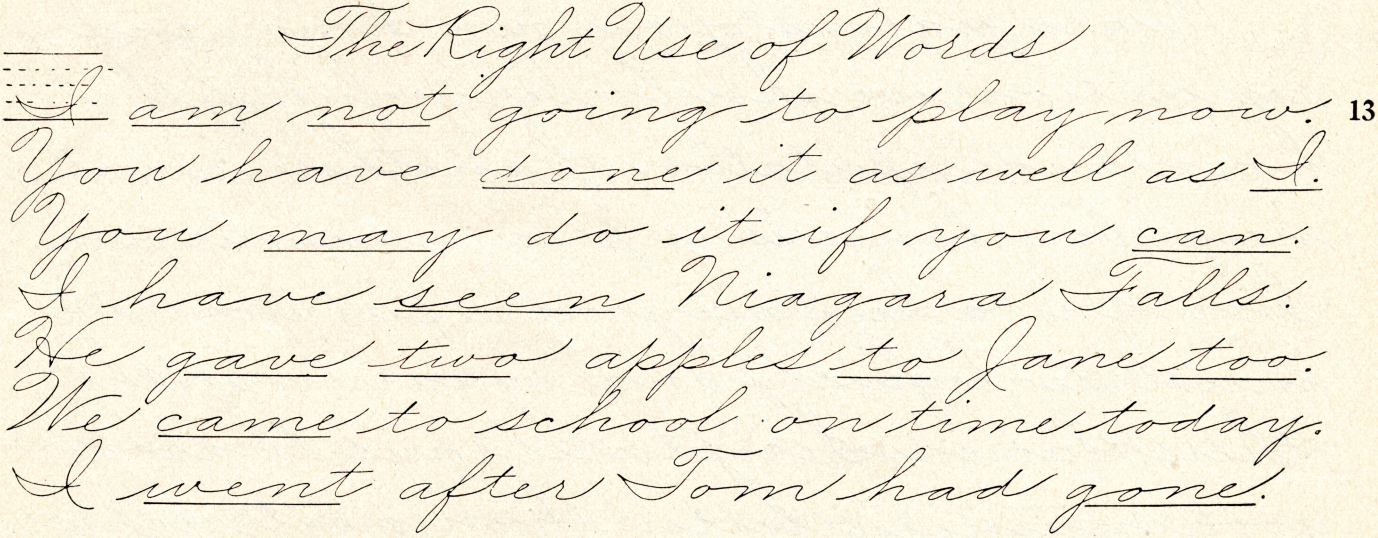
Can you write this poem from memory? The best writer in the room might be allowed to write this poem on the blackboard. Count, one, two, three, four for "T."

PROGRESS EXERCISE NO. 3. COMMON WORDS CONTAINING ALL LETTERS AND CHIEF COMBINATIONS. WRITE AT STANDARD FORM IN 1½ MINUTES



12

Make your arm move and your little finger slide while you are writing these spelling words. Can you write your daily spelling lesson as well as you have written this copy?


The Right Use of Words
I am not going to play now. 13
You have done it as well as I.
You may do it if you can.
I have seen Niagara Falls.
He gave two apples to Jane too.
We came to school on time today.
I went after Tom had gone.

Practice capitals and difficult combinations. Watch spacing between words.

Honor and Fairness

14

We are jealous of our own honor and reputation; we should be careful of the honor and reputation of another. Our neighbor's honor is as precious as our own. In order to keep our good reputation, we must deal fairly and squarely with others. Sacred Scripture says that "a good name is better than great riches."

Try to keep all small letters the same height and size.

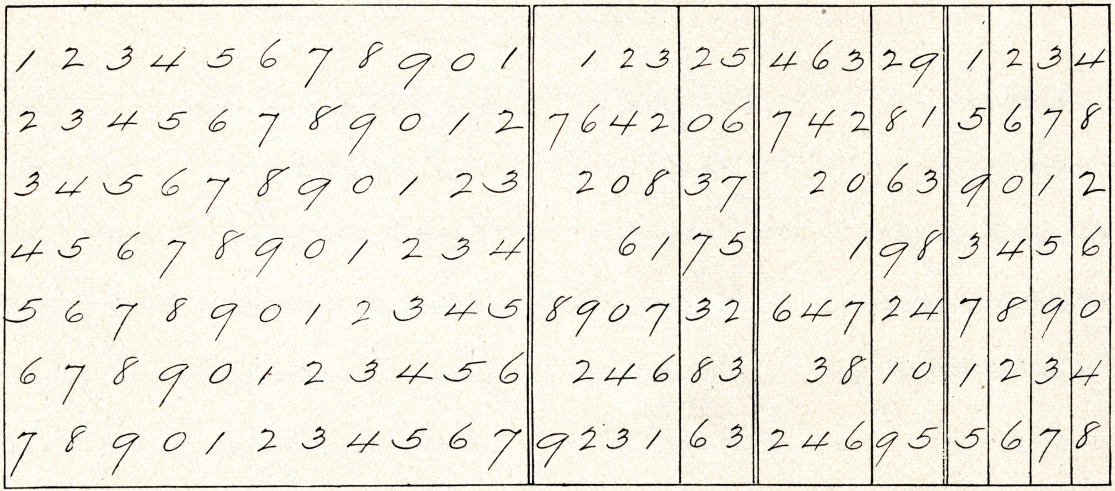
Review

Sunday	Sept.	September	March
Monday	Oct.	October	April
Tuesday	Nov.	November	May
Wednesday	Dec.	December	July
Thursday	Jan.	January	June
Friday	Feb.	February	G. A. R.
Saturday	Aug.	August	U. S. A.

15

Count, one, two for "O" and "A." Count, one, two, three for "S," "N," "D," "J," and "U," and one, two, three, four for "M," "W," "T," "G" and "R."

PROGRESS EXERCISE NO. 4



16

You should prepare a number of spaces ruled in just the same way as the copy.

The square block of figures on the left is so arranged that you can write it off without copying directly from the page. The block can be written by rows or by columns. It should be tested for the straightness of the rows and columns and of the diagonal rows of the same figures. It should just fill the space.

The remainder of the exercise gives training in putting figures neatly into narrow spaces.

Rules for Safety

1. Do not play in the street. Play on the sidewalk, in the yard, park or field. 17
2. Do not cross the street in the middle of the block.
3. Always look both ways before crossing the street.
4. Do not take chances. Be careful.

Be sure that position of body, hand and paper are right before practicing this lesson. It would be a good plan to read the directions on Page 1 again.

Make your arm swing as you write these "Safety Rules."

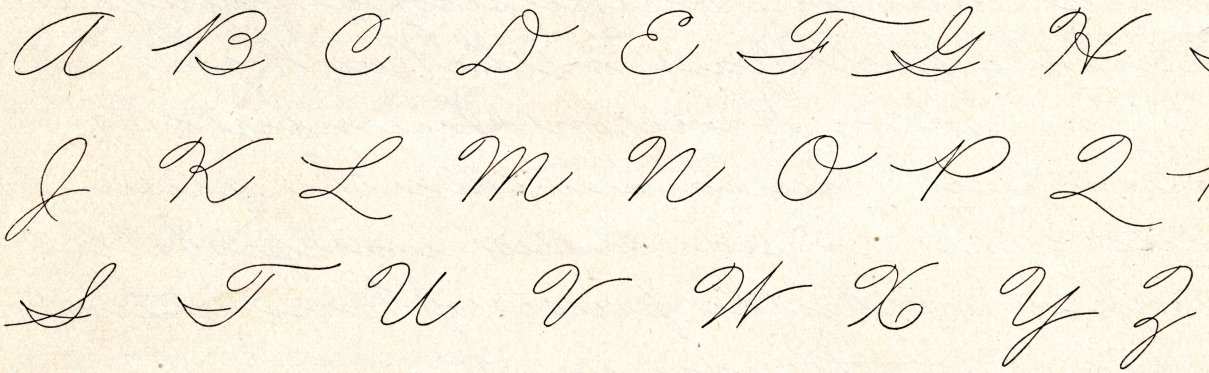
HEALTH

POSTER

Make a health poster for your class. See inside page of back cover for simple, practical, rapid single-stroke lettering. You may use slant or vertical forms. Practice printing your name.

PROGRESS EXERCISE NO. 5

WRITE IN STANDARD FORM IN 45 SECONDS



18

Practice the formal drills on Page 27 to develop good swing in writing the capitals. Can you write these capitals in 45 seconds? Give special practice to the letters found in your name and to the letters with which you have special difficulty.

History

Father Perez, a Franciscan, who accom- 19
panied Columbus on the second voyage, cel-
ebrated the first Mass in the New World, at
Point Conception, Haiti, on December 8, 1493.

The first Mass said within the present
limits of the United States was probably
that offered up by the priests of Ponce de Leon's
expedition to Florida in 1521

Draw a light line along the top of the small letters and along the base line to see if they are the same size.

See how well you can write this copy. Study spacing and arrangement carefully.

Salutation and Complimentary Close

Social letters

Dear Mr. Brown,
Dear William,

Yours very truly,
Sincerely yours,

Business letters

Dear Sir:
Gentlemen:
Dear Madam:

Yours truly,
Yours very truly,
Very truly yours,

These exercises will help you in letter writing. Be sure that your hand slides along as your write. Watch arrangement and punctuation. Compose a letter of your own and practice it.

PROGRESS EXERCISE NO 6

I can write the words in this sentence in two minutes, with an easy and fluent movement, and with a legibility and quality equal to the standard for the sixth grade.

21

In this exercise let each pupil study his own handwriting with the aid of the teacher. If the fault is in quality of line or irregularity the trouble may be due to poor position or cramped movement.

If the fault is letter formation the cause may be carelessness or poor movement. Poor spacing is probably due to lack of attention or to a careless, scrawly style of movement.

$19.60 Minneapolis, Minn., 10, 12, 19–

Received of William A. Drummond, Jr., 22

Nineteen and 60/100 ~~~~~~~~~~ Dollars

in full of account to date.

L. G. Penniman, Sr.

Can you write this receipt legibly in one minute? Give some special practice to the making of figures as shown on Page 14. Be sure that figures are made freely and that they are legible.

Spelling

arrive	doubt	neither	question
believe	forty	often	sign
break	fourth	piece	straight
business	guess	plain	tongue
certain	listen	pleasant	touch
course	loose	possible	towards
decide	minute	practice	whether

See if you can write these words quickly and neatly as your teacher pronounces them. Draw a ring around each letter that is not distinctly legible and devote special practice to it.

$921.00 Columbus, Ohio, Jan. 20, 19–

Six months after date I promise to pay to the order of Furham & Green Nine Hundred Twenty-one —— Dollars with interest at 6%. Payable at the Windom Bank of Commerce ——— Value received.

No. 16 Due July 20, 19– Henry D. Williams.

Follow the same plan of practice as in the other copies by writing the entire exercise first and then mark the most glaring errors. Then practice to overcome these errors. Be sure to write with a free, easy movement.

A General Council

A General Council is the assembly of the bishops of the whole world, called together by the Pope and presided over by him or his legate, to decide questions of faith, morals, or discipline for the whole church. When the decrees of a General Council receive papal confirmation, they 25

After you have written this copy, draw lines through the down strokes of all loop letters to test slant. Practice Exercise 29 on Page 27 to encourage uniform slant.

bind all Catholics. Since the Council of Jeru- 26
salem in the time of the Apostles, there have
been twenty General Councils. A General
Council does not make new truths. Its only
duty is to state clearly to the faithful
what has been, is now, and must be here-
after held as true. The Vatican Council was
the twentieth General Council.

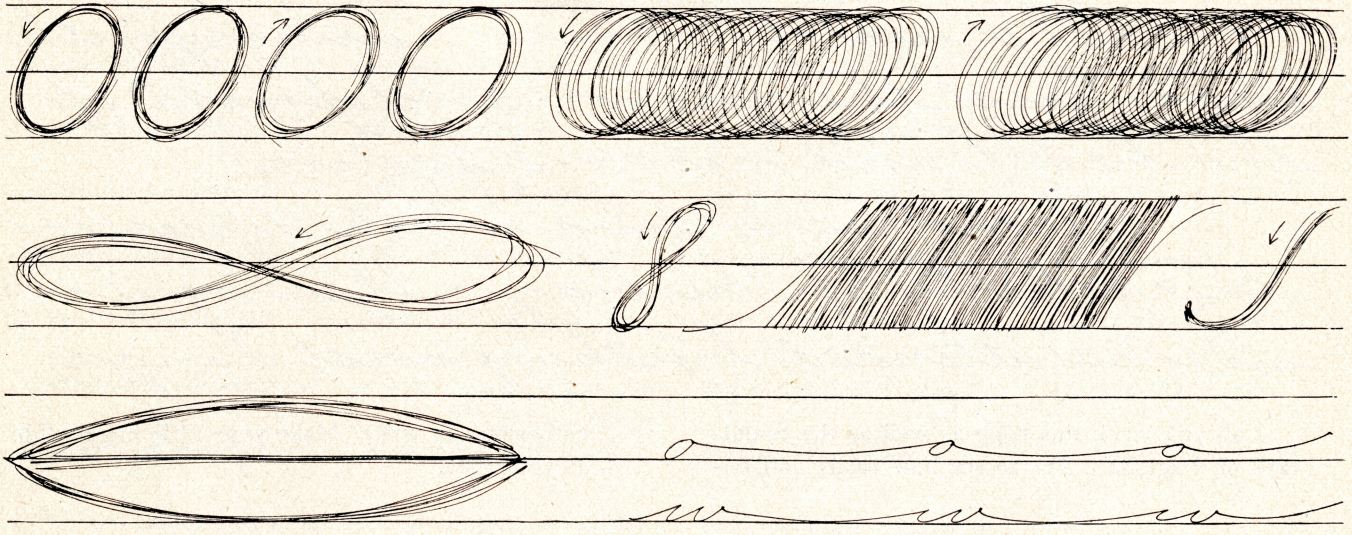
Collect all the papers in the class and place the best one on the bulletin board. Try writing this parapraph on paper without lines in order to improve alignment.

19-	Cash	Dr.		Cr.	
Dec. 1	Cash on hand	7	75		
3	Book				75
4	Movie ticket				25
7	Allowance	1	00		
7	Money earned		50		
	Deposit in savings account			5	00
	Balance			3	25
		9	25	9	25

Draw up a form like the above and copy this material, paying special attention to neatness and legibility.

Ask your teacher to show you how to keep a cash account of your own.

EXERCISES



Physiology

The use of tobacco during youth endangers the proper development of the heart and nervous system. 31

Alcohol is a drug which depresses the activity of the body. Its regular use is attended by the gravest danger.

Can you write this copy as well as the Standard on Page 32. Try to see how easily and fluently you can write. Make your little finger slide as you write.

Spelling

accept	council	fourth	officer
advise	deceive	frequent	precious
anxious	difference	government	receive
autumn	discover	maintain	reign
century	divide	medicine	safety
condition	everybody	necessary	scene
conquer	excellent	occasion	succeed

Pay particular attention to beginning and ending strokes, also keep margins at left equal. See what a nice spelling paper you can produce.

PROGRESS EXERCISE NO. 7

Des Moines, Ia.,
June 15, 19 –

Mr. & Mrs. James Thompson,
634 N. 17th St.,
Des Moines, Ia.

Dear Father and Mother:

I am writing to show you the progress I have made in handwriting

33

See if you can attain or excel the Standard as shown on Page 32 in writing this letter

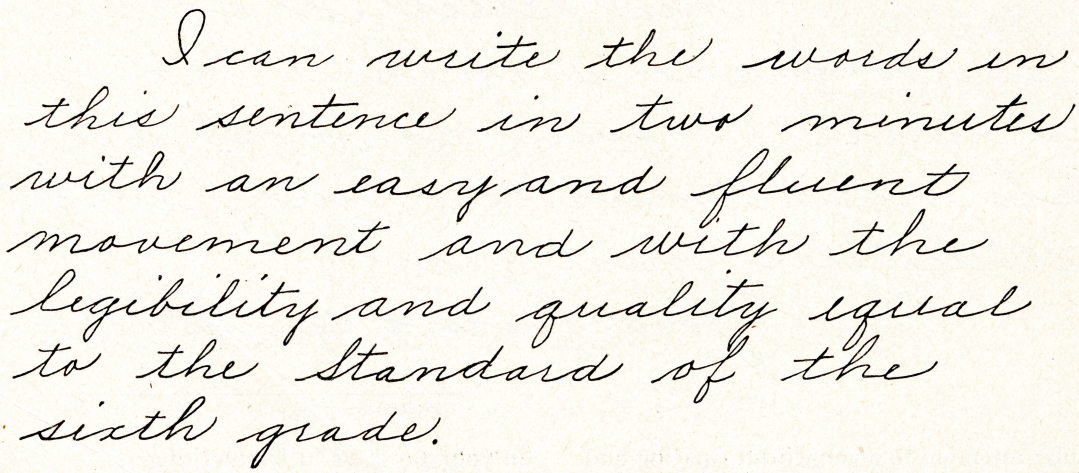
this year. This letter is equal to the sixth grade standard. I can now write as well as most grown people need to write, but I expect to do still better next year. 34

Your loving daughter (or son)

NAME

Pay particular attention to arrangement, spacing and punctuation. Your parents will be greatly interested in your progress in handwriting.

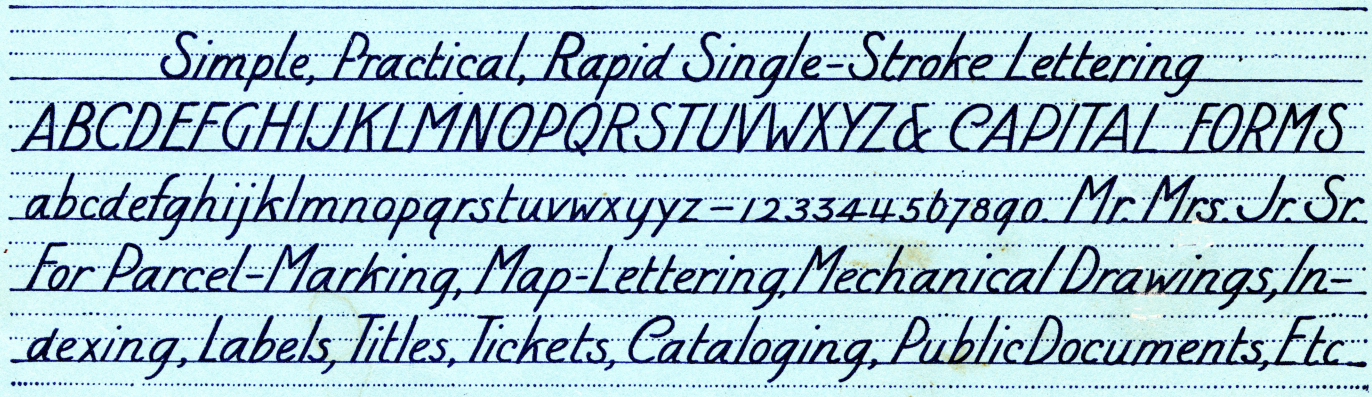
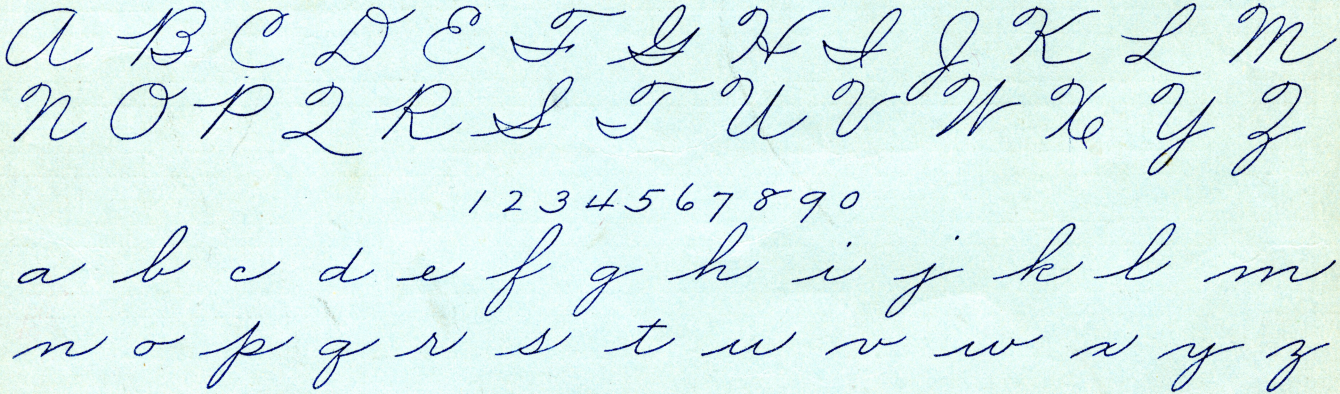
STANDARD SIXTH GRADE ATTAINMENT IN HANDWRITING


I can write the words in
this sentence in two minutes
with an easy and fluent
movement and with the
legibility and quality equal
to the standard of the
sixth grade.

35

If you can write as well as the Standard shown above, you should ask your teacher to show you how you can secure a Grammar Grade Certificate. This information can be secured by writing direct to the publishers of this book.

Divide space between lines into three equal spaces and rule pencil lines as suggested by dots. Use a coarse-pointed pen. Watch slant and spacing. Aim to secure uniform width of stroke and letter. Be careful and sure as well as rapid.


Simple, Practical, Rapid Single-Stroke Lettering
ABCDEFGHIJKLMNOPQRSTUVWXYZ& CAPITAL FORMS
abcdefghijklmnopqrstuvwxyyz-1233445678qo. Mr. Mrs. Jr. Sr.
For Parcel-Marking, Map-Lettering, Mechanical Drawings, In-
dexing, Labels, Titles, Tickets, Cataloging, Public Documents, Etc.

This alphabet is a favorite because it is very legible, script-like in construction, easy, and rapid. Most of the small letters may be made without lifting the pen if desired; or, if preferred, the pen may be lifted after each stroke. Keep the slant uniform and the spacing regular. Be careful to rule the pencil headline accurately; divide the space between the blue lines into three equal spaces. See clearly what to do and the hand will soon acquire the skill to produce it. Sureness, strength, and plainness are essentials.